

A background image showing a group of people in an office setting. A woman in the foreground is looking down, and other people are visible in the background.

TÜV AUSTRIA BELGIUM NV – Back Office Agent

What will you do?

Are you an administrative whiz with the necessary commercial flair? Do you get energy from customer contact? Do you want to be part of a collegial team in an informal, growing organization? Then we have the perfect challenge for you!

As Back Office Agent you are the driving force behind our sales team. You make sure everything runs smoothly and support both customers and colleagues with your organizational talent and commercial flair.

Your tasks:

- Supporting the sales team with quotes, administration and customer communication.
- Actively following up on customer requests.
- Working with technical teams to answer customer questions and draw up quotes.
- Strengthening customer relationships through proactive and customer-oriented communication.
- Managing customer data and interactions in our CRM system.
- Thinking along about improving internal processes and workflows.

Growth opportunities: Do you want to grow into an External Sales function in the long term? That is possible! You will get plenty of opportunities to develop yourself and help build our success.

Who are you?

We are not looking for a standard commercial profile, but a driven team player with a positive mindset. Do you recognize yourself in this?

- Experience in an internal sales or commercial position is a bonus, but not a must: we will take care of your training!
- You are administratively strong and work in a structured manner with an eye for detail.
- You have a smooth pen and are customer-oriented in your communication.
- You think proactively and are always looking for improvements.
- You work smoothly with Office programs; experience with CRM systems is a plus.
- Affinity with a technical environment is an asset.
- You speak and write fluent Dutch and English; French is a bonus.

Why join us?

- **At the forefront of innovation:** we have developed our own innovation platform, Innovativ, where you can submit ideas, participate in challenges and collaborate with colleagues from over the globe to drive continuous improvements. Intrapreneurship is highly encouraged!
- **Think global, act local:** we combine global expertise with local insights to deliver solutions that are both innovative and relevant. You will be part of a global network, yet your work will directly impact the local communities and industries we serve.
- **Sustainability is deeply rooted in every aspect of our company:** Your work will help companies reduce their ecological footprint and comply with important environmental standards and regulations.
- **Our people, our most valued resource:** as a people business, our success is built on the skills, dedication and innovation of our colleagues. We invest in our team because we understand that they are our greatest assets. Your growth, safety and wellbeing are our priority.

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